



# TOWN OF LEDYARD

## Library Commission

### Meeting Minutes

Bill Library  
718 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Gales Ferry Library  
18 Hurlbutt Road  
Gales Ferry, Connecticut 06335

Chair  
Rebecca Nash

#### Regular Meeting

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**Monday, August 15, 2022**

**7:00 PM**

**Bill Library**

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Bill Library

#### **I. CALL TO ORDER**

Chair Nash called meeting to order at 7:01 p.m.

#### **II. ROLL CALL**

In addition, the following were present:

Jennifer Smith, Library Director

Mary McGrattan, Liaison

Naomi Rodriguez, Community Member

Ms. Grenger arrived at 7:06 p.m.

**Present** Commissioner John Bolduc  
Commissioner Ellin Grenger  
Commissioner Barbara Candler  
Commissioner Brian Cronin  
Commissioner Cheryl Winston  
Chair Rebecca Nash  
Commissioner Carol Ganz  
Commissioner Elizabeth Rumery  
**Absent** Commissioner Ralph Hightower

#### **III. CITIZENS COMMENTS**

None

#### **IV. REPORTS**

##### **1. Treasurer's Report - June 2022 and July 2022**

Treasurer's report was submitted by Mr. Hightower. July reflects change that had been voted on for streamlining recommended by Gale. Gales Ferry book money transferred to Janney account as of early August.

**RESULT: COMPLETED**

##### **2. Director's Report - August 2022**

## **Director's Report to the Library Commission**

### **August 15, 2022**

#### **Budget:**

- We finished out FY 2022 on budget except for the town line item for part-time wages being overspent by about \$3,400 which was done with permission. It is very difficult to properly staff the public service desks at both buildings with the current amount of part-time Library Assistant hours.
- The \$18,680 transfer of Gales Ferry book money to the Bill Library Association investment account with Janney occurred in early August.
- I was confronted with a staggering \$3,300 invoice for the fire panel installation at the Gales Ferry Library. The library is still responsible for all things relating to fire at both buildings. Because this repair was not budgeted for, I recommended using the difference in the Director's salary line to pay for this surprise cost. Going forward we may want to transfer the Library's fire maintenance budget to Public Works rather than being responsible for the fire panel expenditures.

#### **Library News:**

- The grant request Gale submitted for installing fiber at the Gales Ferry Library was accepted and that project is expected to begin in the coming months. I have been told the installation may take up to six months from start to finish.
- Heather Doughty is our new Administrative and Technical Services Assistant. She hit the ground running on July 5 and has been such a positive addition to our team.
- Erin Quada accepted the Library Assistant position and started on August 1. Erin lives in town and is working on her Master's in Library and Information Science.
- Lisa Murno gave her notice with her last day being August 8. She will definitely be missed, but we wish her well as she begins a new career at the State of Connecticut.
- The Assistant Librarian I position is being advertised and closes on August 12. I will work with Andrea H. and Stacey to review applications in the coming weeks.
- I have wrapped up my individual meetings with staff and now have a better understanding of each employee's regular duties and responsibilities along with valuable feedback regarding the library overall. We are working on improving communication among staff between library buildings.
- We are continuing to work on methods to address the cataloging backlog of materials in the Technical Services Department. The goal is to eliminate the delays so our items, especially our new materials, are available to the public in a timely manner.
- The controversy over *Who Is RuPaul?* seems to have settled for the time being.
- In the last several weeks, there was a lasting power outage at Gales Ferry along with a legitimate fire alarm call at Bill. We are working on developing Emergency procedures

for staff to follow in the event of future incidents.

- There is an all staff meeting scheduled for Thursday, August 25 from 1:30-4:30 p.m. at the Bill Library. The Gales Ferry Library will be closed from 1:00-5:00 that afternoon to allow for library professional development. I have been in touch with Chief of Police John Rich to see if LPD would be able to provide a training on emergency procedures, which is in works.
- I put together a timeline for meeting each goal/objective in our 2020 Strategic Plan.

**Building News:**

- The new fire alarm panel at Gales Ferry has been installed.
- There is a new AC unit at Gales Ferry which replaced the broken one. This is good timing as both library buildings along with the Senior Center are designated cooling centers in town.
- The new desk has been installed in the Children's department. We are very grateful to Public Works for building the desk. A modern desk chair can fit underneath and provides a larger and improved work space for Stacey.

**Town News:**

- Granicus/Legistar, the new meeting platform for the town was rolled out on July 1.
- I met with the Mayor to review a few upcoming goals for the library.
- I attended the Department Heads meeting in the Mayor's office on August 3. It was a great opportunity to hear about the happenings in other departments and meet other town leaders. We have reached out to various departments and are discussing collaborative program ideas for the future.

**3. Friends of the Ledyard Library Report**

Mr. Bolduc reported at the July meeting of the Friends of the Ledyard Library, the Executive Committee created a budget committee which will allow for Library Director's input. Book Sale is next month, September 8-16.

**RESULT:** COMPLETED

**4. Investment Committee Report**

The Investment Committee will continue to meet with Janney Investments quarterly.

**RESULT:** COMPLETED

**V. APPROVAL OF MINUTES****1. Motion to approve the regular meeting minutes from June 20, 2022.**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Carol Ganz

**SECONDER:** John Bolduc

<b>AYE</b>	6	Bolduc Grenger Cronin Winston Nash Ganz
<b>ABSENT</b>	1	Hightower
<b>ABSTAIN</b>	2	Candler Rumery

## **VI. CORRESPONDENCE**

1. Summer 2022 Correspondence  
ACLB Newsletter summer.

## **VII. OLD BUSINESS**

1. Director update on 2020 Strategic Plan

Library Director, Ms. Smith reviewed 2020 Strategic Plan, which was impacted due to COVID shutting everything down in March 2020.

Objectives: Staff objectives are ongoing. Advocacy for sufficient staff will continue as part of process.

- Improving hours is an ongoing discussion.
- Funding advocacy is ongoing.
- Advocacy for an addition - will be at least a year plus out.
- Promoting availability of resources through LIO / social media are in place.
- Community access to purchase books for libraries - systems will be established but at least a year out
- Collaboration - process is being set up. There are behind the scenes actions going on now.
- Marketing goals - some have been completed. Logo and tag line have been created and implemented, along with publicity template. Social media is being used regularly.
- Library promotion within Town - Ms. Smith will be attending a Town Council meeting prior to budget meeting.
- Raising community awareness - efforts are ongoing, communication system is in the works. Having links in agenda will be helpful.

2. Discussion of Selection Policy and Intellectual Freedom Statement

There was a controversy over a RuPaul book in Colchester. No one has expressed or shared any concerns with our policy. There is a process in place that would be followed.

## **VIII. NEW BUSINESS**

1. Discuss forming an Evaluation Committee

Discuss forming an Evaluation Committee for the Director's role. John Bolduc and Beth Rumery are willing to be on the Committee. The Commission's By-Laws state that making

recommendations about the Library Director is under the Commission's purview.

Motion to establish a Committee to review the Library Director's performance as part of the six-month probationary review.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Ellin Grenger

**SECONDER:** Carol Ganz

**AYE** 8 Bolduc Grenger Candler Cronin Winston Nash Ganz Rumery

**ABSENT** 1 Hightower

**2.** Discussion on upcoming Commission vacancy

Discussion on upcoming Commission vacancy as Cheryl Winston will not be seeking reappointment when her term ends in November.

**RESULT:** COMPLETED

**IX. ADJOURNMENT**

Ms. Winston moved the meeting be adjourned, seconded by Ms. Ganz

The meeting adjourned at 8:33 p.m.

VOTE: 8-0 Approved and so declared

The next meeting is scheduled for Monday, September 19, 2022 at the Gales Ferry Library.

Respectively Submitted,

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Chair Nash

Library Commission

**DISCLAIMER:** Although we try to be timely and accurate these are not official records of the Town.